

# STATE OF IOWA

## IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE

### Family and Medical Leave Act (FMLA)

#### LEAVE RETENTION

Noncontract covered employees and employees covered by the American Federation of State, County, and Municipal Employees (AFSCME) collective bargaining agreement who are qualified for FMLA leave are eligible to retain up to two weeks (80 hours) of accrued annual leave (vacation) each fiscal year. This includes Regents and Community Based Corrections employees who are covered by the AFSCME collective bargaining agreement. Employees covered by the State Police Officers Council (SPOC) collective bargaining agreement may, but are not required to, substitute accrued paid leave for any part of the 12-week period. These options are not available to employees covered by the United Electrical/Iowa United Professionals (UE/IUP) collective bargaining agreement.

Employee's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Department: \_\_\_\_\_ Payroll #: \_\_\_\_\_

**Check one:** ☐ Noncontract employee **OR** ☐ AFSCME-covered employee

**Check the appropriate space below:**

☐ I decline to participate.

☐ I elect to participate and will retain \_\_\_\_\_ hours of accrued vacation (up to 80 hours).  
(#)

**NOTE: YOUR ELECTION CAN BE DECREASED, BUT NOT INCREASED DURING YOUR PERIOD OF ELIGIBILITY. YOU CANNOT RETAIN MORE HOURS THAN YOU HAVE IN YOUR VACATION BANK.**

Upon completion, return this form to your department's personnel assistant.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Personnel Assistant's Signature)

\_\_\_\_\_  
(Date)

c: Employee's Supervisor  
Employee